

FLCI - HOW TO APPLY FOR VISITATION

In order to be considered for visitation, the inmate that the proposed visitor wishes to visit will need to send the proposed visitor a Visitor Questionnaire (DOC- 21AA).

The Visitor Questionnaire should be filled out completely, including a phone number, other names that have been used, date of birth, the relationship to the inmate, if the proposed visitor is a victim or has ever been denied or removed from any inmate's visiting list. Additionally, information about why, where, and when the proposed visitor has ever been in jail, prison, or on probation, parole or extended supervision should be included or if the proposed visitor currently has any pending criminal charges. Also provide information if the proposed visitor has ever been a volunteer or employee of any DOC facility or DOC contracted facility.

The Visitor Questionnaire must be signed by the proposed adult visitor.

For minor children, the child's legal, non-incarcerated guardian/custodial parent will need to sign the visitor questionnaire.

Visitor Questionnaires are processed in the order they are received.

The institution may require and utilize information from other sources to determine a proposed visitor's suitability for visitation.

The warden shall determine whether a person may be approved for visiting, including no-contact visiting, or removed from a visiting list based on the following:

- (a) The requesting inmate has provided falsified, incorrect, or incomplete information.
- (b) The proposed visitor has provided falsified, incorrect, or incomplete information.
- (c) There is no signed and dated approval of a non-incarcerated custodial parent or legal guardian for a proposed visitor less than 18 years of age or there is no court order directing the visit.
- (d) The warden has reasonable grounds to believe the visitor has attempted to bring contraband into any penal facility, as defined in s. 19.32 (1e), Stats., or that the visitor otherwise poses a threat to the safety and security of visitors, staff, inmates or the institution.
- (e) The warden has reasonable grounds to believe that the inmate's reintegration into the community or rehabilitation would be hindered.
- (f) The warden has reasonable grounds to believe that the inmate's offense history indicates there may be a problem with the proposed visitation.
- (g) The warden has reasonable grounds to believe that the proposed visitor may be subjected to victimization.

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- (h) The proposed visitor has been incarcerated within the last twelve months.
- (i) A visitor was approved for visiting by mistake or based on inadequate information.
- (j) The proposed visitor is a current or former employee, volunteer, contract agent or similarly situated individual within the past 12 months.

If the warden disapproves a proposed visitor or approves a proposed visitor for no-contact visiting only, the warden shall inform the visitor of the reasons for the action in writing. The proposed visitor may appeal this decision in writing to the warden. An inmate may appeal this decision through the inmate complaint review system.

If the warden approves that a proposed visitor is added to the inmate's visiting list, the inmate is responsible for notifying the visitor. Institution staff is not allowed to provide that information.